

EMPLOYMENT OPPORTUNITY
Accounts Payable Clerk/Recording Secretary

Accounts Payable Clerk Duties:

- Sort and code incoming bills for payment, ensuring approval by appropriate department head
- Input correctly into AP system
- Balance, issue cheques and file upon completion

Recording Secretary Duties:

- Prepare Agenda for Council meetings
- Prepare accurate minutes and maintain Follow-up Action List
- Maintain Policy Manual
- Maintain Bylaw Index
- Be familiar with meeting procedures
- Attend all Council regular, special and committee meetings, for the purpose of taking minutes

General Office Duties Include:

- Telephone and counter reception
- Receipt of incoming payments
- Provide tax certificates, searches and receive Development Permits
- Maintain Dog License data base
- Website and social media maintenance & updates
- Adhere to the Town of Lamont Health & Safety Program
- Any other duties as assigned

The ideal candidate will possess the following attributes:

- Ability to pay close attention to detail, accuracy and deadlines
- Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature
- Process strong organizational and communication skills
- Strong knowledge of accounts payable
- Excellent interpersonal skills and strong customer service values
- Competency with Microsoft Office and have strong computer skills which include website maintenance
- Municipal experience is considered an asset

The Town of Lamont offers a competitive salary, benefits package and pension. Please forward your resume to:

Christine Beveridge, CAO
Town of Lamont, Box 330, Lamont, AB T0B 2R0
Email: Christine.b@lamont.ca
Phone: 780-895-2010
Deadline for submissions of resumes is **May 17, 2019.**



The Town of Lamont thanks all applicants for their interest. However, only those who have been selected for an interview will be contacted.